

President John Dittmer called the meeting to order at 4:33. Also present were Angie Perry, J. R. Parn, Donna Tracy, and Director Amy Gee. Andy Bastert entered at 4:40. Michelle Bavery and David Zanolta were absent.

Three small corrections were noted for the minutes of the Dec. 11 meeting. In the 3<sup>rd</sup> paragraph on the first page, First and Donna were typed incorrectly. On page 2 in the PerCapita requirements section, defibrillator was misspelled. J.R. motioned to accept the minutes as corrected. Donna seconded and the motion carried.

### **Reports**

There was no treasurer's report.

Reviewed the financial reports included in the packet. We are halfway through our year, and the budget figures are on track. The circulation report shows a significant drop in adult fiction checkouts.

Librarian's Report: Amy reported that she has completed the Annual Library Certification process with the State Library. She highlighted some of the upcoming programs and noted that the date for the Family Fair was incorrect in her printed report. It will be Sat., Feb. 3.

The staff have begun ordering the items specified in the Tracy Family Foundation Grant. Amy had a check for Andy & John to sign and submit with an order since our credit card limit is \$1,000. J.R. made a motion to increase the limit to \$2,000, Donna seconded the motion. Andy will take care of it.

The Friends of the Library will meet Jan. 15 to continue plans for the Spelling Bee Fundraiser in March and a raffle to coincide with the event.

Foundation: John succeeded in straightening out the FEIN numbers so the correct number for the Foundation is associated with the 501(c)3 status.

### **Unfinished Business**

**Building issues and plans:** Amy prepared a document reviewing the library's process to remodel and move to this building, and outlining our current issues and the steps we have taken recently to evaluate our options. She would welcome suggestions for revisions.

**PerCapita Grant Application:** Amy read the revised wording for question 8. She will submit the application this week.

**Emergency and Disaster Plans:** Amy added our Library information to customize a Pocket Response Plan (PReP) developed by the Council of State Archivists. The Board was asked to look for errors in the document; then it will be copied for all staff and Trustees.

**Mission Statement:** David and Amy met on Dec. 19 to work on the library's mission and vision statements. Current practice for businesses is to keep mission statements short (20 words or less) and memorable. One option was: "We are dedicated to supporting literacy and lifelong learning through

equal access to information, resources, and experiences.” Various options for shortening the sentence were included.

The Board felt it was too generic – it could be used for any library or a school. They suggested that we make it warmer, and not so sterile. Donna felt that the word “lifelong” is overused nowadays. They also suggested we include “enjoyment of reading.” From the samples that were included in last month’s packet, Donna liked Oak Park’s statement.

Trustees are encouraged to think about the statement and send suggestions to Amy for discussion at the next meeting.

## **New Business**

**e-rate:** Amy is going to Quincy on Thursday for a working meeting to prepare the e-rate Form 470. We always apply for Category 1 funds, which provide a discount for our Internet connection, and has provided telephone discounts in the past, although that discount is being phased out. Libraries can also apply for Category 2 funds for routers, access points, and similar hardware needed to provide Internet access. We have not done this before so Amy is not sure how complicated the process would be.

Last Spring J&S had recommended that we set up separate networks for our staff computers and the public computers and also separate wireless access for the library and the public. This would require the purchase of a different controller and access point and IT services to install the equipment and set up the networks. Amy is concerned that if the network is more complicated that staff will not be able to resolve issues and there will be more service calls and downtime.

The Board left the final decision on whether or not to apply for Category 2 e-rate funds up to Amy.

**Illinois Bicentennial and Library’s 125<sup>th</sup> Anniversary:** Illinois will be celebrating all year and Libraries are encouraged to participate with displays and programming featuring Illinois history, authors, etc. The Illinois Humanity Council will be offering grants for performers on their Road Scholars list. Applications should be available sometime in Jan. or Feb.

The ordinance to form a public library in Carthage was issued Sept. 11, 1893, so Amy suggests we try to book a performer for Sept. to celebrate Illinois and our Library. One of the presentations we are interested in involves actors portraying characters from some of the poems in the Spoon River Anthology by Edgar Lee Masters, interspersed with music. Amy will move forward with the grant application.

We can also be thinking of other activities or events to hold in connection with our 125<sup>th</sup> Anniversary, which would conclude around March 10, 2019 the anniversary of the opening of the Library in Carthage.

**Forms:** Statement of Economic Interests forms were distributed for completion.

**Chamber Annual Meeting:** The Board agreed that the Library should purchase a ticket for Amy to attend the annual dinner meeting.

Donna moved for adjournment at 5:45, J.R. made the second. Motion carried.

The next meeting will be Monday, February 12, 2018 at 4:30 pm.

Amy Gee, Director